

Department of the Army
Headquarters, United States Army Forces Command
1777 Hardee Avenue, SW
Fort McPherson, Georgia 30330-1062
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*FORSCOM Regulation 220-2

**Army National Guard and Army Reserve
RESERVE COMPONENT TRAINING ASSESSMENT**

History. This regulation supersedes and consolidates FORSCOM Regulation 220-2, dated 15 September 1998, and FORSCOM Regulation 220-3, dated 1 August 2001.

Summary. This regulation prescribes Forces Command (FORSCOM) policy for the training assessment of the Reserve Component of the Army. It provides commanders a standardized methodology to evaluate and assess training performance. The FORSCOM mission is clear: Prepare soldiers and units to mobilize, deploy, fight and win on today's battlefield. Readiness is built on a foundation of good training. The primary objective is to produce soldiers, leaders, and units that are technically and tactically proficient in the execution of their specific wartime missions.

Applicability. This regulation applies to commanders of the Reserve Component (RC), which includes the Army National Guard (ARNG) and the Army Reserve, who are responsible for assessing RC training. It applies to the Active Component (AC) in its support and evaluation of RC training, however AC commanders may use it if desired as a methodology for evaluating assigned AC units.

Suggested improvements. The proponent agency of this regulation is Deputy Chief of Staff, G3/5/7, AFOP, HQ FORSCOM. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, FORSCOM, 1777 Hardee Avenue, SW, ATTN: AFOP-TRO, Fort McPherson, Georgia 30330-1062.

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FOR THE COMMANDER:

OFFICIAL:

//Signed//
JULIAN H. BURNS, JR.
Major General, USA
Acting Chief of Staff

WILLIAM T. LASHER
Colonel, SC
Deputy Chief of Staff, G6

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* This regulation supersedes and consolidates FORSCOM Regulation 220-2, dated 15 September 1998, and FORSCOM Regulation 220-3, dated 1 August 2001.

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Chapter 1

Introduction

1-1. Overview

a. Assessment of RC training effectiveness and readiness is supported by four complementary programs: training evaluation, training assessment, readiness reporting, and Unit Readiness Validations. These four programs should correlate with and validate one another so as to present, in the final analysis, the most accurate, objective and complete status of the unit's training readiness.

b. The consolidated feedback provided by these programs supplies the Army with an assessment of its current strengths and weaknesses. This allows the Army to tailor its training initiatives to address weaknesses while sustaining strengths ultimately resulting in a trained and ready Army.

1-2. Purpose

This regulation establishes policies, procedures and responsibilities for RC training management, training evaluation, training assessment, and Unit Readiness Validation.

1-3. References

Required and related publications are listed in Appendix A.

1-4. Explanation of Abbreviations and Terms

All abbreviations and special terms are explained as they first appear in this regulation. In addition, a glossary is provided for quick reference.

Chapter 2

Responsibilities

2-1. Headquarters, Department of the Army (HQDA)

The HQDA agencies are requested to assist and conduct evaluations and process external evaluations (EXEVALs) under guidance in this regulation for units that conduct annual training (AT) with such agencies.

2-2. Commanding General, Forces Command

a. Establishes training criteria for and oversees, supports and evaluates the training of the ARNG and Army Reserve units.

b. Executes training and readiness oversight (TRO) as stated in AR 10-87, Major Army Commands (MACOMs) in the Continental United States (CONUS), to accomplish the goals of Title XI as amended and 32 USC, Section 105.

c. Provides staff management and coordination responsibilities as outlined in FORSCOM Pamphlet 10-1.

d. Funds and maintains the Training and Evaluation Support System (TESS).

e. Establishes and maintains memorandums of agreement with other MACOMs and agencies for training support and evaluation of RC units as required (US Army Medical Command (MEDCOM), Criminal Investigation Division (CID) Command, Military Transportation and Movement Command (MTMC), etc.).

f. Coordinates training support and evaluation requirements with Department of the Army (DA) and the Installation Management Activity (IMA).

g. With the assistance of the Director, Army National Guard (DARNG) and the Commander, United States Army Reserve (USAR), establishes and uses an automated system to reflect training progress, identify training trends/issues, identify systemic/problematic training readiness shortfalls and facilitate needed corrective actions.

2-3. Commanders, Continental United States Army (CONUSA)

a. Executes TRO as delegated by the FORSCOM Commander.

b. Synchronizes and provides training support to each RC unit within the CONUSA area of responsibility (AOR) in accordance with (IAW) FORSCOM/ARNG/USAR Regulation 350-2.

- c. Performs functions and responsibilities for RC units, except for Special Operations Forces (SOF) and Divisions Institutional, as outlined in FORSCOM/ARNG/USAR Regulation 350-2 and FORSCOM Regulation 350-4.
- d. Identifies RC training requirements and manages RC training support requirements in TESS. For access to TESS, the TESS User's Guide, and instructions on obtaining a TESS user name and password, link to the FORSCOM Training web page at <http://www.forscom.army.mil/training>.
- e. Manages AC training evaluation of RC units in AOR, IAW FORSCOM/ARNG/USAR Regulation 350-2.
- f. Manages the maintenance of training evaluation records in TESS.
- g. Coordinates and schedules Unit Readiness Validations with supported units.
- h. Conducts Unit Readiness Validations IAW Chapter 6.
- i. Manages the maintenance of Unit Readiness Validation records in TESS.
- j. Coordinates evaluation requirements for units participating in CONUS/outside continental United States (OCONUS) based major Army and Joint Chiefs of Staff (JCS) exercises.
- k. Reviews EXEVAL and Unit Readiness Validation data to identify training and readiness shortfalls and recommend appropriate actions for improvement where needed.
- l. Provides funding for evaluations and assessments conducted by Training Support Divisions(TSDs)/ Training Support Brigades (TSBs) and other MACOMs.
- m. Provides updates to FORSCOM for the Overseas Deployment Training (ODT) Plan during each ODT conference and routine addition of missions to reflect evaluator requirements.

2-4. Director, Army National Guard

- a. Serves as a coordinating agent between The Adjutants General (TAGs) and FORSCOM.
- b. Resources training requirements.
- c. Reviews Commander's Training Assessment (CTA), EXEVAL, and Unit Readiness Validation data to identify training and readiness shortfalls and to initiate appropriate actions for improvement where needed.
- d. Ensures ARNG training schedules are maintained in the Training, Readiness, and Operations Unit Planning, Execution and Resourcing System (TROUPERS).

2-5. Commander, United States Army Reserve Command (USARC)

- a. Commands and resources all Army Reserve units.
- b. Reviews CTA, EXEVAL, and Unit Readiness Validation data to identify readiness shortfalls and to initiate appropriate actions for improvement where needed.
- c. Ensures Army Reserve training schedules are maintained in the Regional Level Application Software (RLAS).

2-6. The Adjutants General

- a. Coordinates and schedules Unit Readiness Validations with CONUSA.
- b. Schedules changes to Unit Readiness Validations and EXEVALs IAW FORSCOM/ARNG/USAR Regulation 350-2, para 3-9, g.
- c. Reviews CTA, EXEVAL, and Unit Readiness Validation data to identify training and readiness shortfalls and to initiate appropriate actions for improvement where needed.

2-7. Commander, Army Reserve Major Subordinate Commands (MSC)

- a. Coordinates and schedules Unit Readiness Validations with CONUSA.
- b. Schedules changes to Unit Readiness Validations and EXEVALs IAW FORSCOM/ARNG/USAR Regulation 350-2, para 3-9, g.
- c. Reviews CTA, EXEVAL, and Unit Readiness Validation data to identify readiness shortfalls and to initiate appropriate actions for improvement where needed.

2-8. Unit Commanders

Commanders of RC units are responsible for the training of their units. Nothing in this regulation alters that responsibility.

- a. Maintains an up-to-date CTA (see Chapters 3 & 5).
- b. Coordinates with the AC command supporting the RC unit's training at least 120 days prior to the training event.

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- c. Provides the AC evaluator with a comprehensive training plan to include the Mission Essential Task List (METL) and METL supporting collective tasks to be trained during the upcoming training event.
- d. Makes the following reference material available for AC evaluator use:
 - (1) Training Guidance from the next higher headquarters.
 - (2) Training Plan, in the form of specific Mission Training Plan (MTP) tasks and levels of training to be conducted daily, to include Operations Plan (OPLAN)/Operations Order (OPORD).
 - (3) Unit's Modified Table of Organization and Equipment (MTOE) and/or Table of Distribution and Allowances (TDA).
 - (4) Unit Army Training and Evaluation Program (ARTEP)/MTP/Training and Evaluation Outlines (T&EO), Yearly Training Calendar (YTC) and/or Yearly Training Plan (YTP).
 - (5) Applicable doctrinal manuals: Field Manuals (FM), Technical Manuals (TM), battle/crew drill books, and Soldier's Training Publications (STP) which support scheduled training.
 - (6) Tactical Standing Operating Procedure (TSOP).
 - (7) Copy of the current CTA.
 - (8) Copy of the current Postmobilization Training Plan and Postmobilization Training and Support Requirements (PTSR), FORSCOM Form 319-R.
- e. Periodically reviews TESS/RLAS database to ensure accuracy of information reflected for their unit. Particularly focus on AT site and dates. For access to TESS, the TESS User's Guide, and instructions on obtaining a TESS user name and password, link to the FORSCOM Training web page at <http://www.forscom.army.mil/training>. Submits corrections as required to the appropriate CONUSA.

2-9. Major OCONUS Commands

- a. Commanders, US Army Europe, US Army Central Command, Eighth US Army, US Army Japan, US Army South (USARSO), and US Army Pacific are requested to assist units that train within their commands.
- b. Major OCONUS commands will accomplish tasks outlined for the CONUSA (Paragraph 2-3). Provide the Observer/controller/evaluation team and conduct the EXEVAL for each unit performing ODT. Units performing incremental AT will receive an EXEVAL while performing ODT if the CONUSA has determined the increment is of sufficient strength to warrant evaluation. The EXEVAL will be performed by the sponsoring command which requested the ODT mission. The OCONUS command is responsible for submitting EXEVALs in TESS within 15 days after completion of the unit's AT period. For access to TESS, the TESS User's Guide, and instructions on obtaining a TESS user name and password, link to the FORSCOM Training web page at <http://www.forscom.army.mil/training>.
- c. OCONUS commands will consider EXEVAL requirements of potential ODT units and their ability to provide evaluators before requesting/accepting units for ODT. OCONUS commands will also ensure that the unit's METL and the OCONUS command's mission requirements are equivalent before requesting/accepting units for ODT.
- d. If an OCONUS command does not have sufficient military personnel to conduct EXEVALs for units conducting ODT, the CONUSA will determine if the unit's mission, strength, and training plan warrant assignment of CONUSA evaluators.

2-10. Commanders, Multiple Component Unit (AC Flag)

Exercise responsibilities for EXEVAL and Unit Readiness Validation IAW FORSCOM/ARNG/USAR Regulation 350-2, FORSCOM Regulation 350-4, and FORSCOM Regulation 220-2.

Training Management Cycle
(Adapted from FM 7-0)

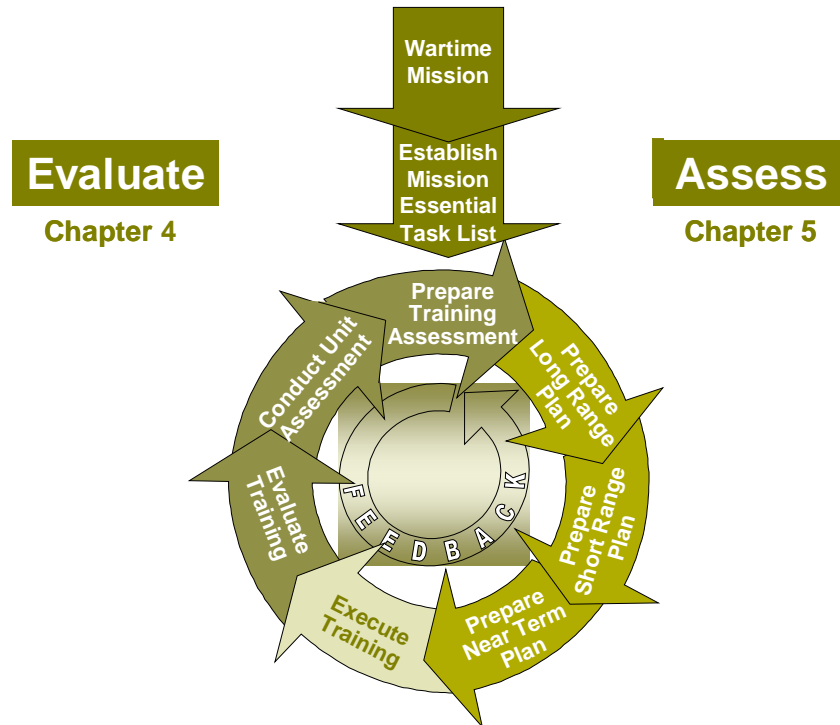


Figure 3-1

Chapter 3 **Training Management**

3-1. Overview

- a. Training management is the process used by Army leaders to identify training requirements and subsequently plan, resource, execute, and evaluate training.
- b. The training management cycle (Figure 3-1) consists of first, the development of the unit's METL and second, the continuous cycle of planning, executing, evaluating, and assessing training focused on achieving full METL proficiency.
- c. For a detailed discussion of the Training Management Cycle, refer to FM 7-0, Training the Force, and FM 7-1, Battle Focused Training.

3-2. Use of the Commander's Training Assessment (CTA) Form for Training Management

- a. General. The CTA module in TESS is designed to assist the RC unit commander with training management. The CTA form assists with the following areas of the training management cycle:
 - (1) METL Development
 - (2) Training Evaluation (see Chapter 4).
 - (3) Training Assessment (see Chapter 5).
 - (4) Training Planning (see Paragraph 5-3).
- b. Refer to Appendix C for detailed instructions on completing the CTA form.
- c. Requirement. All RC units (separate company and detachment) with a Unit Identification Code (UIC) ending in AA and company level RC elements of multi-compo units will maintain an up-to-date CTA form using TESS/RLAS (see Appendix C and the TESS Users Manual). In the case of a battalion with organic companies, a CTA form will be maintained for each sub-element of the AA unit to include the HHB/HHC/HHD/HHT.

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d. Frequency. The unit commander should update the CTA form following all significant training events. The CTA form will be updated not less than quarterly in conjunction with the preparation of the Unit Status Report (USR).

e. TESS Access. For access to TESS, the TESS User's Guide, and instructions on obtaining a TESS user name and password, link to the FORSCOM Training web page at <http://www.forscom.army.mil/training>.

Chapter 4

Training Evaluation

4-1. Overview

a. Training evaluation is integral to training management. Evaluation of training measures the demonstrated ability of soldiers, leaders, and units to perform a task against Army standards. It is a snapshot, at a given time, on whether or not the task was conducted to standard under prescribed conditions.

b. All training is evaluated. Training may be evaluated internally or externally.

c. Evaluations may be either formal or informal depending upon the training environment and circumstances.

d. For detailed information on training evaluation, refer to FM 7-0, Training the Force, and FM 7-1, Battle Focused Training.

4-2. Internal Evaluations

a. All training will be evaluated internally using either a formal or informal After Action Review (AAR) as the situation warrants. Refer to Training Circular (TC) 25-20 for more information on conducting AARs.

b. All significant training events will be evaluated through a formal, written AAR. At a minimum, the following training events will be documented through written AARs:

- (1) Annual Training
- (2) Lane training
- (3) Staff Training (Simulations, Command Post Exercises (CPXs), etc.)
- (4) Gunnery
- (5) Exercise participation
- (6) Overseas Deployment Training (ODT)
- (7) Combat Training Center (CTC) participation
- (8) Innovative Readiness Training (IRT)
- (9) Field Training Exercises (FTX)

c. The unit will maintain written AARs on file for three years.

4-3. External Evaluations

a. Requirement.. The RC units will receive AC conducted EXEVALs IAW FORSCOM/ARNG/USAR Regulation 350-2. In the case of battalions, AC conducted EXEVALs will be performed for each organic company of the AA unit. All AC commands who support or sponsor a training event for or incorporating RC units will conduct an EXEVAL for each participating RC unit.

b. Frequency. Unless otherwise waived (see paragraph 4-3d below), RC units will receive an AC conducted EXEVAL, documented on FORSCOM Form 1049-R via TESS, in conjunction with all:

- (1) TS XXI supported AT lanes
- (2) TS XXI supported simulations
- (3) TS XXI supported gunnery exercises
- (3) ODT with dedicated AC observer controller/trainers (OC/T's)
- (4) Exercises, including mobilization exercises (MOBEX's), with dedicated AC OC/T's

At a minimum, RC units will schedule one of the above training events that affords an opportunity for an EXEVAL at least once during each commander's tour.

c. Exemptions. All TDA units are exempt from EXEVAL requirements.

d. Equivalents. The following training events satisfy the requirement for an AC EXEVAL but do not require submission of FORSCOM Form 1049-R:

- (1) CTC rotations with dedicated OC/T's
- (2) Battle Command Training Program (BCTP) and Brigade Command and Battle Staff Training (BCBST) simulations

(3) Leader Training Program (LTP)

e. Waivers. A scheduled EXEVAL requiring cancellation or rescheduling must be approved by the RC chain of command, the YTP approval authority, and the headquarters providing the EXEVAL training support.

f. Evaluators. The evaluator (or evaluation team) will possess the appropriate rank, technical expertise, and experience as determined by the AC command conducting or supporting the RC training event.

g. Documentation. The results of EXEVALs performed by AC commands will be documented by the AC evaluator on FORSCOM Form 1049-R. Forces Command Form 1049-R will be completed using the EXEVAL module in TESS (see Appendix C).

h. Reserve Command Unit Commander Responsibilities.

(1) Maintain an up-to-date Commander's Training Assessment in TESS/RLAS (see Chapters 3 & 5).

(2) Coordinate with the AC command supporting the RC unit's training at least 120 days prior to the training event.

(3) Provide the AC evaluator with a comprehensive training plan to include the METL and METL supporting collective tasks to be trained during the upcoming training event 90 days prior to the begin date.

i. Active Component Evaluator Responsibilities.

(1) Coordinate with the RC unit at least 30 days prior to the AC supported training event.

(2) Obtain from the RC unit a comprehensive training plan to include the METL and METL supporting collective tasks to be trained during the upcoming training event.

(3) Create a new EXEVAL record using the EXEVAL module in TESS. For access to TESS, the TESS User's Guide, and instructions on obtaining a TESS user name and password, link to the FORSCOM Training web page at <http://www.forscom.army.mil/training>.

(4) Conduct a formal AAR with the RC unit prior to departing the training site.

RC Training Assessment System

Assessment Sources:

- ✓ EXEVALs
- ✓ CTC Take Home Pkgs
- ✓ Lane AARs
- ✓ Simulation AARs
- ✓ MOBEX AARs
- ✓ Exercise AARs
- ✓ ODT AARs
- ✓ Gunnery AARs
- ✓ FTX AARs
- ✓ APFT Results
- ✓ Weapons Qualification
- ✓ Maintenance Evaluations
- ✓ Logistical Evaluations
- ✓ Technical Inspections
- ✓ Command Inspections
- ✓ Staff Visits
- ✓ Training Briefings
- ✓ Personal Observation

= AC EXEVAL Events

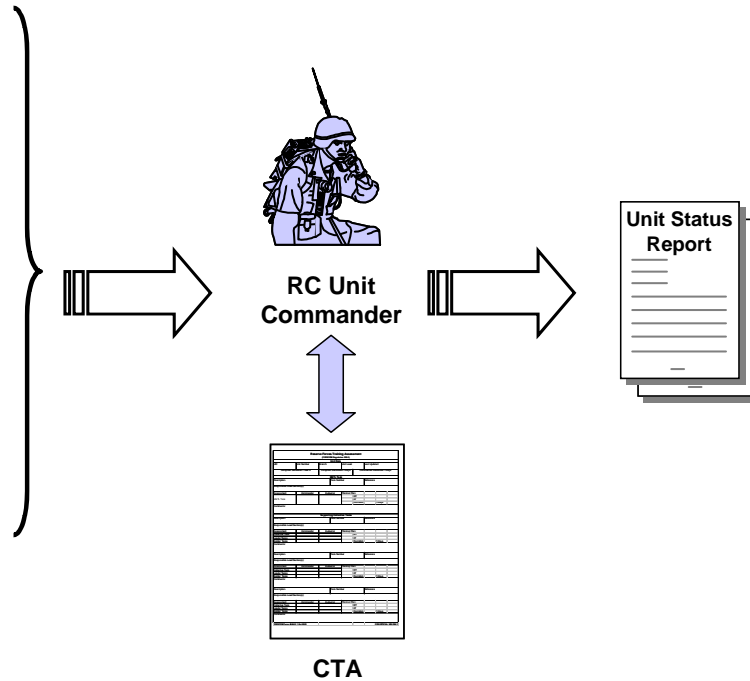


Figure 5-1

Chapter 5

Training Assessment

5-1. Overview

- a. Training assessment is an analytical process used by Army leaders to determine an organization's current level of training proficiency on mission essential tasks.
- b. Training assessment compares the organization's current level of training proficiency with the desired level of warfighting proficiency.
- c. The analysis of information provided through evaluations is the key mechanism that commanders use for their assessment. However, leaders incorporate other sources such as AARs and personal observations as well in their assessment of soldier, leader, and unit proficiency. Field Manual 7-1 provides comprehensive list of assessment sources.
- d. Training assessment is the central component in unit readiness reporting and forms the basis for the T-Level rating on the USR.
- e. Assessment also links the evaluation of training executed to the planning of upcoming training.
- f. For a detailed discussion of training assessment, refer to FM 7-0, Training the Force, and FM 7-1, Battle Focused Training.
- g. Figure 5-1 depicts the relationship between training assessment sources and the USR.

5-2. Use of the CTA Form in the Assessment Process

a. General. The CTA module in TESS is designed to assist the RC unit commander with training assessment and the translation of that assessment into a training readiness level on the USR. Refer to Appendix C for detailed instructions on completing the CTA.

b. Proficiency Ratings. The unit commander will assess soldier, leader, and unit proficiency on mission essential tasks and supporting tasks using the following rating scheme:

- (1) Trained (T)—the unit can perform the task to standard. Only sustainment training is needed.
- (2) Needs Practice (P)—the unit can perform the task with some shortcomings. The shortcomings are not severe enough to require complete retraining. Only refresher training is required.
- (3) Untrained (U)—the unit cannot perform the task to standard. Requires a comprehensive strategy to train all supporting tasks not executed to standard.
- (4) Go/No Go—if applicable per the MTP.

5-3. Use of the CTA for Planning Training

a. The CTA provides the unit commander with a standardized system to plan future training. Based on his assessment of proficiency on mission essential tasks, the unit commander develops a strategy to address noted training deficiencies.

b. Realizing that RC training time is extremely limited, the commander may selectively defer training on some mission essential tasks until after mobilization (postmobilization).

- (1) The commander will indicate on the CTA if a task is to be performed premob or postmob.
- (2) If the commander designates a task to be performed premob, he will indicate if that training is to take place during Inactive Duty Training (IDT), current AT, or both by checking the appropriate blocks.

5-4. Use of the CTA in Preparing the USR

a. The CTA also provides the unit commander with a tool for preparing the training portion of the unit's USR.

b. T-METL. The CTA module in TESS/RLAS automatically computes the unit's T-METL percentage based on the commander's assessment of the unit's METL and Staff METL (if applicable) tasks (see AR 220-1, Chapter 7 for information on computing T-METL). The Computer Generated T-METL on the quarterly update should correspond to the T-METL assessment on the unit's corresponding USR.

c. T-Days. The TESS/RLAS will also automatically compute the unit's aggregate T-Days based on the commander's assessment of the time required for the unit to train to full METL proficiency on all of the unit's METL tasks. See AR 220-1, Chapter 7 for information on computing T-Days.

(1) The Computer Generated T-Days number is a raw total of the times entered in the T-Days field for each of the unit's METL tasks. The TESS/RLAS does not take into account that the unit will train many of these tasks concurrently. Consequently, it is expected that the actual number of days that the unit requires to achieve full METL proficiency will be less than the total days calculated by TESS/RLAS. The Computer Generated T-Days figure is for reference only.

(2) Noting that the actual T-Days will be less than the computer generated figure, the CTA allows the unit commander to input the number of training days it will take for the unit to achieve full METL proficiency on all METL tasks. This number should be based on the unit's premobilization and postmobilization training plans. The Commander Assessed T-Days on the quarterly update should correspond to the T-Days assessment on the unit's corresponding USR.

Role of the Unit Readiness Validations

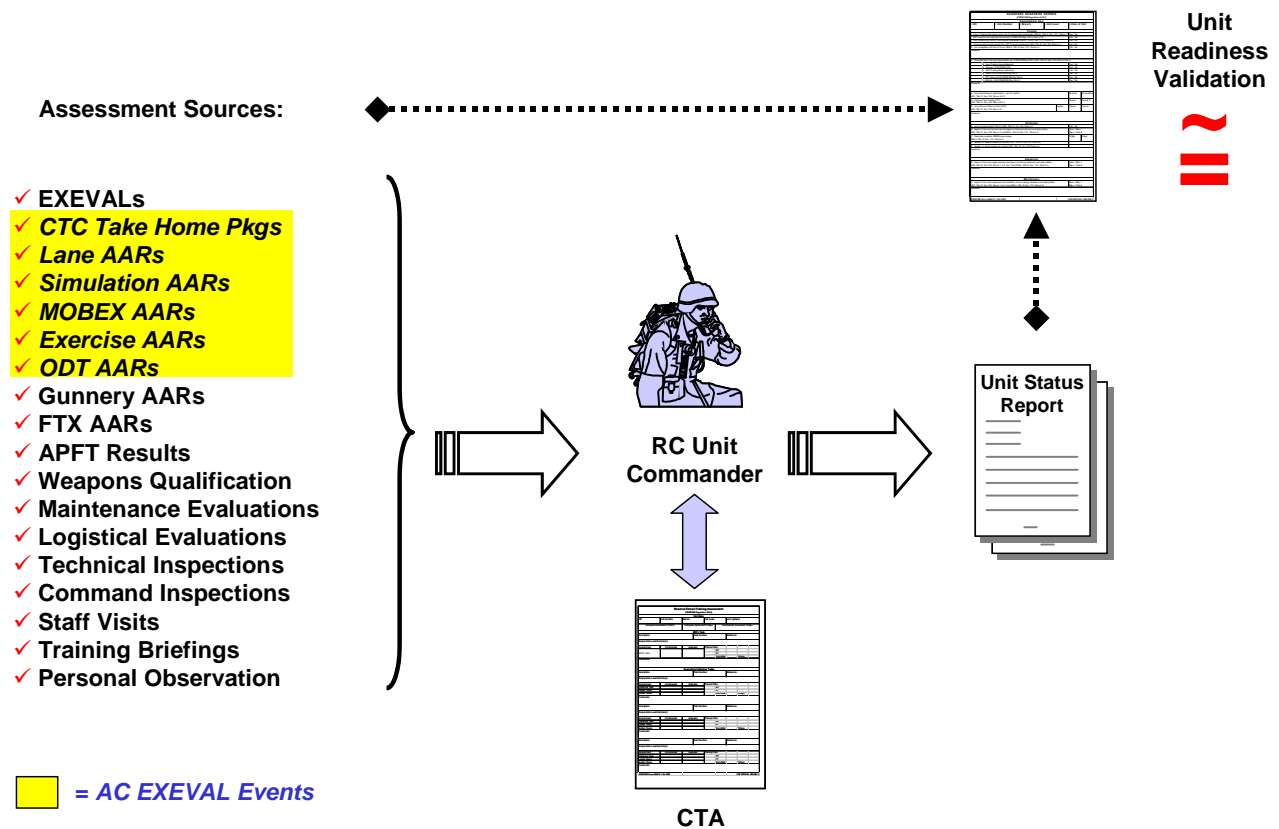


Figure 6-1

Chapter 6

Unit Readiness Validation

6-1. Overview

Forces Command and its designated AC representatives administer Unit Readiness Validations to meet the statutory requirements of 32 United States Code (USC), Section 105 and the regulatory requirements of AR 10-87. The Unit Readiness Validation validates an RC unit's achievement of the proficiency levels IAW premobilization requirements. It also documents successful accomplishment of the RC training strategy established in FORSCOM/ARNG/USAR Regulation 350-2 and identifies obstacles to mobilization and deployment. Figure 6-1 depicts the linkage between assessment sources, the unit commander's training assessment, the USR, and the Unit Readiness Validation.

6-2. Requirement

All units with a UIC ending in "AA" or "91" through "99" (TDA units augmenting MTOE units) will receive a Unit Readiness Validation.

6-3. Exemptions

The FORSCOM/ARNG/USAR Regulation 350-2, lists those units exempt from Unit Readiness Validations. Generally, TDA units are exempt.

6-4. Frequency

Reserve Component units with a UIC ending in “AA” will receive an annual Unit Readiness Validation. It is recommended that the Unit Readiness Validation be conducted in conjunction with the annual YTP assistance visit directed in FORSCOM/ARNG/USAR Regulation 350-2.

6-5. Evaluators

- a. The CONUSA commander is responsible for the selection and assignment of validators or validation teams.
- b. The appointed validator is the CONUSA commander’s representative and acts on behalf of the CONUSA commander during the Unit Readiness Validation.
- c. The sole or senior validator must be an AC officer.
- d. The validator (or validation team) will possess the appropriate rank, technical expertise, and experience as determined by the CONUSA commander.

6-6. Documentation

The results of Unit Readiness Validations will be documented on FORSCOM Form 1050-R. Forces Command Form 1050-R will be completed by the AC evaluator using the Readiness module in TESS. For information on completing FORSCOM Form 1050-R, see Appendix E.

6-7. RC Unit Commander Responsibilities

- a. Maintain training audit records on file for three years. Training audit records include the CTA (available in TESS); EXEVALs (available in TESS); written AARs (see paragraph 4-2); and the previous year’s CTT, Army Physical Fitness Test (APFT), and weapons qualification results.
- b. Ensure that training, personnel, supply, and maintenance records are maintained and available for review by the CONUSA validator or validation team.
- c. Ensure that necessary subject matter experts are available to facilitate the Unit Readiness Validation.

6-8. Validator Responsibilities

- a. Coordinate the assessment date with the RC unit not less than 120 days prior to the assessment. The Unit Readiness Validation may be conducted during AT, IDT, or during the week with the unit’s full-time manning in coordination with the unit commander.
- b. Complete FORSCOM Form 1050-R using the Readiness module in TESS. For access to TESS, the TESS User’s Guide, and instructions on obtaining a TESS user name and password, link to the FORSCOM Training web page at <http://www.forscom.army.mil/training>.
- c. Conduct an outbrief with the unit commander or his designated representative prior to departure.
- d. Provide the unit commander with a printed copy of FORSCOM Form 1050-R prior to departure.
- e. Submit the Unit Readiness Validation for review via TESS.

APPENDIX A

References

SECTION I

Publications

AR 5-9

Area Support Responsibilities

AR 10-87

Major Army Commands in the Continental United States

AR 140-1

Mission, Organization, and Training

AR 220-1

Unit Status Reporting

AR 350-9

Overseas Deployment Training

AR 350-41

Training in Units

DA Pamphlet 350-38

Standards in Weapons Training

FORSCOM/ARNG/USAR Regulation 350-2

Reserve Component Training

FORSCOM Regulation 350-4

Active Component (AC)/Reserve Component (RC) Training Association Program

FORSCOM Regulation 350-5

Joint Training Exercises

FM 7-0

Training the Force

FM 7-1

Battle Focused Training

STP 21-1

Soldier's Manual of Common Tasks (Skill Level 1)

STP 21-2

Soldier's Manual of Common Tasks (Skill Levels 2-4)

TC 25-10

A Leader's Guide to Lane Training

TC 25-20

A Leader's Guide to After Action Reviews

SECTION II

Prescribed Forms

FORSCOM Form 1049-R

Reserve Component Training Assessment

FORSCOM Form 1050-R

Unit Readiness Validation

SECTION III

Referenced Forms

DA Form 2028

Recommended Changes to Publications and Blank Forms

FORSCOM Form 319-R

Postmobilization Training and Support Requirements (PTSR)

APPENDIX B

Sample Commander's Training Assessment (CTA)—FORSCOM Form 1049-R

Reserve Component Training Assessment (FORSCOM Regulation 220-2)				
Unit Data				
UIC	Unit Number	Branch	Unit Level	Last Updated
Computer Generated T-METL		Computer Generated T-Days	Commander Assessed T-Days	
METL Task				
Description		Task Number	Reference	
Responsible Level/Section(s):				
Assessment	Commander	Evaluator	Training Plan: IDT AT Post-Mob T-Days	
METL Task				
Comments: (Battle Task)				
Supporting Collective Tasks				
Description		Task Number	Reference	
Responsible Level/Section(s):				
Assessment	Commander	Evaluator	Training Plan: IDT AT Post-Mob	
Collective Task				
Leader Tasks				
Soldier Tasks				
Comments:				
Description		Task Number	Reference	
Responsible Level/Section(s):				
Assessment	Commander	Evaluator	Training Plan: IDT AT Post-Mob	
Collective Task				
Leader Tasks				
Soldier Tasks				
Comments:				
Description		Task Number	Reference	
Responsible Level/Section(s):				
Assessment	Commander	Evaluator	Training Plan: IDT AT Post-Mob	
Collective Task				
Leader Tasks				
Soldier Tasks				
Comments:				

Reserve Component Training Assessment (FORSCOM Regulation 220-2)		
Authentication		
Evaluator Name	Rank	Date
Comments:		
TSB Commander (or designated representative)	Rank	Date
Comments:		
TSD Commander (or designated representative)	Rank	Date
Comments:		
CONUSA Commander (or designated representative)	Rank	Date
Comments:		

APPENDIX C

Instructions for Preparing the Commander's Training Assessment (FORSCOM Form 1049-R)

C-1. Purpose

This appendix provides detailed instructions for preparing the CTA.

a. The CTA is prepared using the CTA module in TESS or RLAS. The CTA module prepares an automated version of FORSCOM Form 1049-R that subsequently can be printed if required. For access to TESS, the TESS User's Guide, and instructions on obtaining a TESS user name and password, link to the FORSCOM Training web page at <http://www.forscom.army.mil/training>.

b. The CTA will assist the unit commander in preparing his quarterly USR. If properly completed, the CTA will compute the unit's T-METL percentage. It will also provide the commander an aggregate total of the training time required for the unit to achieve full METL proficiency. This number can be used by the commander as a reference mark in assessing the unit's T-Days. See AR 220-1, Chapter 7 for more information on T-METL and T-Days.

C-2. Unit Data

- a. **UIC.** Automatically entered by TESS/RLAS.
- b. **Unit Number.** Automatically entered by TESS/RLAS.
- c. **Branch.** Automatically entered by TESS/RLAS.
- d. **Unit Level.** Automatically entered by TESS/RLAS.
- e. **Last Updated.** Automatically entered by TESS/RLAS. This field will be updated each time the unit commander or his representative makes a change to the unit's CTA and saves it in TESS/RLAS.

NOTE: TESS/RLAS does not maintain an archive of CTAs. The current CTA will be overwritten each time the unit saves a change. This reflects the fact that the CTA is a training management tool, not a static document. The CTA changes continually as the unit conducts training, assesses readiness, and plans future training. If the unit wants to maintain a record of its CTA at a particular point in time, the unit will have to print a hardcopy of the CTA from TESS. Conversely, External Evaluations are static documents reflecting the training performance of the unit during a particular training event. As such, TESS/RLAS maintains an archive of all of the unit's External Evaluations.

f. **Computer Generated T-METL.** Automatically entered by TESS/RLAS. The TESS/RLAS computes the unit's T-METL percentage based on the commander's assessment of the unit's METL and Staff METL (if applicable) tasks (see AR 220-1, Chapter 7 for information on computing T-METL). The Computer Generated T-METL should correspond to the T-METL assessment on the unit's corresponding USR.

g. **Computer Generated T-Days.** Automatically entered by TESS/RLAS. The TESS/RLAS computes the unit's aggregate T-Days based on the commander's assessment of the time required for the unit to train to full METL proficiency on all of the unit's METL tasks. See AR 220-1, Chapter 7 for information on computing T-Days.

NOTE: The Computer Generated T-Days number is a raw total of the days entered in the T-Days field for each of the unit's METL tasks. The TESS does not take into account that the unit will train many of these tasks concurrently. Consequently, it is expected that the actual number of days that the unit requires to achieve full METL proficiency will be less than the total days calculated by TESS/RLAS. The Computer Generated T-Days figure is for reference only.

h. **Commander Assessed T-Days.** Enter the number of training days it will take for the unit to achieve full METL proficiency on all METL tasks. Base this number on the unit's premobilization and postmobilization training plans. Use the Computer Generated T-Days figure for reference but adjust for tasks that will be trained concurrently. The Commander Assessed T-Days should correspond to the T-Days assessment on the unit's corresponding USR. See AR 220-1, Chapter 7 for information on computing T-Days.

C-3. Unit Mission Essential and Supporting Collective Task List

The commander will identify all METL tasks, staff METL tasks (if applicable), and supporting collective tasks on the CTA using the CTA module in TESS (see the TESS Users Guide) or RLAS.

- a. **Description.** Enter the title of the METL or METL supporting collective task as appropriate. For battalions and above, note battle tasks in the “Comments” block if applicable.
- b. **Task Number.** Enter the task number from the MTP or other reference.
- c. **Reference.** Enter the doctrinal reference of the task, conditions, and standards for the METL or METL supporting collective task; include page number.
- d. **Responsible Level/Section.** List all sub-elements that perform the METL or METL supporting collective task. For example, “1st Platoon and mortar section.”
- e. Staff METL tasks for battalion and higher will also be listed on the CTA.
- f. **Commander’s Assessment.** The unit commander will make an assessment of the unit’s performance on each task/drill and record the results using either T, P, U or GO/NO GO as outlined in the appropriate MTP. The assessment for supporting collective tasks should be done in conjunction with the platoon leader. Upon completion of the training (IDT or AT) the unit commander must update his assessment of each task based on the results of the training and current knowledge of unit strengths and weaknesses. If assessing a METL task enter a T, P, or U as appropriate. For METL supporting collective tasks, assess the task and the associated leader and soldier tasks using T, P, U or as appropriate.

(1) The commander measures the unit’s performance on tasks as either T, P or U as outlined in FM 7-0 and FM 7-1.

(2) Leader tasks that support each collective task are outlined in the appropriate T&EO in the MTP.

(3) Soldier supporting tasks must be trained to standard and leaders validated before training on collective tasks. Normally soldier supporting tasks (including some Military Occupation Specialty (MOS) specific and some Common Tasks) are outlined in the matrix for the platoon-level MTP. A sample outline of an individual task to collective task matrix is outlined in chapter 2 of FM 7-1.

g. **Evaluator’s Assessment**—for external evaluator use only.

(1) To access the evaluator fields on the CTA, the evaluator will have to create a new EXEVAL (see the TESS Users Guide available on the FORSCOM website). When the evaluator creates a new EXEVAL, TESS copies the current CTA to the new EXEVAL document and permits access to the evaluator fields (Evaluator’s Assessment and Comments). Note: These functions are only available to AC evaluators with a valid user ID and password.

(2) The AC evaluator will make his assessment of each METL task and/or METL supporting collective task performed by the unit during the AC supported training event. Enter T, P, U, GO/NO-GO, “O” (Not Observed), or “N” (Not Trained) as appropriate. A task is “Not Observed” if the unit trained/performed the task during the training event but an AC observer/controller or evaluator was not present at the time. “Not Trained” denotes those tasks that the unit did not train/perform during the AC supported training event.

h. **Training Plan.**

(1) Commander’s assessment of when to train. The commander will indicate if a task is to be performed premob or postmob. If the commander designates a task to be performed premob, he will indicate if that training is to take place during IDT, current AT, or both by checking the appropriate blocks.

(2) **T-Days.** For each METL task, the unit commander will estimate the number of training days (or tenths of days) needed by the unit to achieve METL proficiency (trained to standard in all subtasks).

i. **Comments.** Space is provided following each task for comments by the unit commander and AC evaluator. Comments are mandatory for any task assessed as U or NO GO by either the unit commander or the AC evaluator.

C-4. Authentication and Review

a. This section is used by the AC training support chain of command and applies to EXEVALs only.

b. The evaluator, TSB commander, TSD commander, and CONUSA commander will successively review and forward the EXEVAL through the use of an electronic signature. The TSB will review and forward the EXEVAL in TESS within 15 days following the end of the evaluated training event. Likewise, the TSD has 15 days to review and forward the EXEVAL in TESS. The CONUSA will subsequently review and forward the EXEVAL within 30 days of receipt from the TSD. Forces Command will receive visibility of the EXEVAL not later than 60 days after completion of the evaluated training event.

FORSCOM Regulation 220-2

APPENDIX D

Sample Unit Readiness Validation—FORSCOM Form 1050-R

Unit Readiness Validation (FORSCOM Regulation 220-2)					
Administrative Data					
1. UIC	2. Unit Number	3. Branch	4. Unit Level	5. Date	
Training					
6. Yearly Training Plan approved by the appropriate YTP approval authority (NDAA, Title XI, Sec 1131, Para b-1 and FORSCOM Reg 350-4)				Yes / No	
7. METL approved by appropriate authority (FORSCOM Reg. 350-4, Para 3-10)				Yes / No	
8. USR reviewed by the AC Associated Commander (NDAA, Title XI, Sec 1131, Para b-2)				Yes / No / NA	
9. Unit compatible with the AC force (NDAA, Title XI, Sec 1131, Para b-4)				Yes / No	
Comments					
10. Premobilization Training Requirements per FORSCOM Reg 350-2 (USC, Title 32, Sec 105, Para a-4 & a-7)					
a. Lane Training (IAW FORSCOM Reg 350-2)				Yes / No / NA	
b. Gunnery (IAW STRAC XXI)				Yes / No / NA	
c. Staff Training Event (IAW FORSCOM Reg 350-2)				Yes / No / NA	
d. SIMEX (IAW FORSCOM Reg 350-2)				Yes / No / NA	
e. MOBEX (IAW FORSCOM Reg 350-2)				Yes / No / NA	
f. CTC Gate Strategy (IAW FORSCOM Reg 350-2)				Yes / No / NA	
g. YTP Assistance Visit (IAW FORSCOM Reg 350-2)				Yes / No / NA	
h. EXEVAL (IAW FORSCOM Reg 350-2)				Yes / No / NA	
Comments					
11. Individual Weapons Qualification - last 12 months (USC, Title 32, Sec 105, Para a-4 & 7)				% Fired	% Qualified
12. Common Task Testing (CTT) (USC, Title 32, Sec 105, Para a-4 & 7)				% Tested	Aver. Score
13. Army Physical Fitness Test (APFT) (USC, Title 32, Sec 105, Para a-3)			Number Eligible	% Tested	% Passed
Comments					
Personnel					
14. Impact of the unit's personnel shortages on training readiness and deployability (USC, Title 32, Sec 105, Para a-7 and NDAA, Title XI, Sec 1131, Para b-3)				None / Minor / Major / Critical	
15. Determine available DMOSQ percentage (NDAA, Title XI, Sec 1131, Para b-3)				%	
16. Percent of medical exams not current (USC, Title 32, Sec 105, Para a-3)			% Non-current	Checked	Non-current
17. Percent of dental exams not current (USC, Title 32, Sec 105, Para a-3)			% Non-current	Checked	Non-current
Comments					
Equipment					
18. Impact of the unit's major end item shortages on training readiness and deployability (USC, Title 32, Sec 105, Para a-1, a-4, & a-7 and NDAA, Title XI, Sec 1131, Para b-3)				None / Minor / Major / Critical	
Comments					
Maintenance					
19. Impact of the unit's equipment serviceability rate on training readiness and deployability (USC, Title 32, Sec 105, Para a-1 & a-7 and NDAA, Title XI, Sec 1131, Para b-3)				None / Minor / Major / Critical	
Comments					

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FOR OFFICIAL USE ONLY

Unit Readiness Validation (FORSCOM Regulation 220-2)		
Authentication		
Evaluator Name	Rank	Date
Comments:		
TSB Commander (or designated representative)	Rank	Date
Comments:		
TSD Commander (or designated representative)	Rank	Date
Comments:		
CONUSA Commander (or designated representative)	Rank	Date
Comments:		

APPENDIX E

Instructions for Preparing the Unit Readiness Validation (URV) (FORSCOM Form 1050-R)

E-1. Purpose

a. This appendix provides detailed instructions for preparing the Unit Readiness Validation. The Unit Readiness Validation is prepared using the Readiness module in TESS. The TESS Readiness module prepares an automated version of FORSCOM Form 1050-R that subsequently can be printed if required. For access to TESS, the TESS User's Guide, and instructions on obtaining a TESS user name and password, link to the FORSCOM Training web page at <http://www.forscom.army.mil/training>.

b. The Unit Readiness Validation is designed to be conducted by an officer with general leadership experience at the company level. It assesses all areas from a training perspective. That is, how they affect the unit's overall training readiness. Therefore, it is not necessary for the officer to be a personnel, supply, or maintenance expert in order to assess the personnel, equipment, and maintenance sections of the Unit Readiness Validation.

E-2. Unit Data

- a. **UIC.** Automatically entered by TESS.
- b. **Unit Number.** Automatically entered by TESS.
- c. **Branch.** Automatically entered by TESS.
- d. **Unit Level.** Automatically entered by TESS.
- e. **Date.** Enter date the Unit Readiness Validation was conducted. TESS will automatically apply the proper format to the date.

E-3. Training

a. **Yearly Training Plan (YTP).** Indicate whether or not approved by the appropriate YTP authority (refer to FORSCOM Regulation 350-4).

b. **METL.** Indicate whether or not the unit's METL has been approved by the appropriate authority (refer to FORSCOM Regulation 350-4).

c. **USR.** Indicate whether or not the AC associated commander regularly reviews the unit's USR.

d. **AC Compatibility.** Record a "No" if the RC unit possesses equipment which is no longer available or supported in the Active Army and make a comment noting the nomenclature and the incompatibility. Otherwise, record a "Yes."

e. **Comments.** Comments are mandatory for any areas above that were assessed as "No." Note in the comments field the extenuating circumstances which resulted in non-compliance.

f. **Premobilization Training.** This section documents the unit's accomplishment of required premobilization training events IAW FORSCOM/ARNG/USAR Regulation 350-2. For each listed event, indicate whether or not the unit has conducted the event IAW the published frequencies and standards in FORSCOM/ARNG/USAR Regulation 350-2. If FORSCOM/ARNG/USAR Regulation 350-2 does not require the type of unit being assessed to perform an event, enter "NA."

g. **Comments.** Comments are mandatory for any "No's" associated with premobilization training requirements. Note in the comments field the extenuating circumstances which resulted in non-compliance.

h. **Weapons Qualification.** Use the last calendar year (previous 12 months from the date of the assessment) and the unit's current assigned strength from the Unit Manning Report (UMR) when calculating weapons qualification percentages. In addition, this section focuses on individual weapons qualification. Do not incorporate crew-served weapons data.

(1) **Percent Fired.** Calculate and record the percentage of assigned soldiers who fired with their primary individual weapon on a record range during the last calendar year (divide the number who fired by the total assigned and multiply by 100—round to the nearest whole number). Include all assigned personnel who fired without regard to double slotting or number of weapons assigned. If a soldier fired more than once during the last training year, do not double count them. Spot check this data against the unit's training records.

(2) **Percent Qualified.** Of the total personnel fired above, calculate and record the percentage who qualified with their primary weapon (marksman, sharpshooter, or expert)—divide the total number who qualified by the total number who fired (i1) and multiply by 100 (round to the nearest whole number). Spot check this data against the unit's training records.

(3) If the “Percent Fired” (i1) is less than 65 percent or the “Percent Qualified” (i2) is less than 85 percent, note in the comments block below whether the unit has a marksmanship program that conforms to DA Pamphlet 350-38 and whether it is being followed.

i. **Common Task Test (CTT).** Use the last completed training year—for example, assessments during FY 2003 will report data from the FY 2002 training year.

(1) Percent Tested. Calculate and record the percentage of assigned soldiers who were administered the Common Task Test during the last calendar year. Include all assigned personnel without regard to skill level. Spot check this data against the unit’s training records.

(2) Average Score. Average the scores on the CTT for each soldier and record the overall unit average in this block. For example, assume that the soldiers in a five-man detachment achieved the following scores on the CTT: 80, 85, 90, 95, 100. Add all of the scores (80+85+90+95+100=450). Divide the total of the scores (450) by the total number of soldiers tested (5)—(450/5=90). This will give you the overall unit average (90). Record this figure in the “Aver Score” block.

j. **APFT.** Base APFT figures on APFT test results obtained within 12 months of the last administered record APFT.

(1) Eligible. Enter the number of currently assigned personnel who were eligible to take the APFT IAW AR 350-41. Verify this data with the unit’s training records.

(2) Percent Tested. Calculate and record the percent of eligible soldiers who were administered the APFT during the previous 12 months. Spot check this data against the unit’s training records.

(3) Percent Passed. Of the total number of soldiers who were administered the APFT above, indicate the percent that passed. Spot check this data against the unit’s training records.

k. **Comments.** Note any systemic issues impacting the unit’s weapons qualification, CTT or APFT training programs.

E-4. Personnel

Assess the following personnel related items.

a. **Personnel Shortages.** Examine the unit’s critical personnel shortages. In coordination with the unit commander, assess the impact of the personnel shortages on training readiness and deployability. Select one of the following based on the degree of impact.

(1) None. The unit has no personnel shortages.

(2) Minor. The unit has some personnel shortages but they have a negligible impact on training readiness.

(3) Major. The unit has personnel shortages that result in its inability to perform one or more METL supporting collective tasks to standard. Explain in the comments block below.

(4) Critical. The unit’s personnel shortages result in the inability of the unit to perform one or more of its METL tasks to standard. Explain in the comments block below.

b. **Duty Military Occupational Specialty Qualified (DMOSQ).** Enter the available DMOSQ percentage from the unit’s last USR. Assess the impact of DMOSQ shortcomings on the ability of the unit to train to standard and deploy and provide comments below (mandatory).

c. **Medical Exams.** Randomly check 25 medical records of the assigned personnel (check 100 percent if total assigned personnel is less than 25). Enter the number of records checked and the percent containing out of date or no physical exams (5 years unless flight status, then 12 months).

d. **Dental Exams.** Randomly check 25 dental records of the assigned personnel (check 100 percent if total assigned personnel is less than 25). Enter the number of records checked and the percent containing out of date or no dental exams.

e. **Comments.** Note any systemic issues regarding unit personnel. **Note**—DMOSQ comments are mandatory.

E-5. Equipment

Assess the following equipment related items.

a. **Major End Item Shortages.** Examine the unit’s major end item shortages. In coordination with the unit commander, assess the impact of the shortages on training readiness and deployability. Select one of the following based on the degree of impact.

(1) None. The unit has no major end item shortages.

(2) Minor. The unit has some end item shortages but they have a negligible impact on training readiness.

FORSCOM Regulation 220-2

(3) Major. The unit has major end item shortages that result in its inability to perform one or more METL supporting collective tasks to standard. Explain in the comments block below.

(4) Critical. The unit's major end item shortages result in the inability of the unit to perform one or more of its METL tasks to standard. Explain in the comments block below.

b. **Comments.** Note any systemic issues regarding major end item shortages.

E-6. Maintenance

Assess the following maintenance related items.

a. **Major End Item Shortages.** Examine the unit's equipment serviceability records. In coordination with the unit commander, assess the impact of the equipment serviceability rate on training readiness and deployability. Select one of the following based on the degree of impact.

(1) None. The unit has a 100 percent operational readiness rate for assigned equipment.

(2) Minor. The unit's equipment serviceability rate has a negligible impact on training readiness.

(3) Major. The unit's equipment serviceability rate results in its inability to perform one or more METL supporting collective tasks to standard. Explain in the comments block below.

(4) Critical. The unit's equipment serviceability rate results in the inability of the unit to perform one or more of its METL tasks to standard. Explain in the comments block below.

b. **Comments.** Note any systemic issues regarding equipment serviceability.

E-7. Authentication and Review

The evaluator, TSB commander, TSD commander, and CONUSA commander will successively review and forward the Unit Readiness Validation through the use of an electronic signature. The TSB will review and forward the Unit Readiness Validation in TESS within 15 days following the assessment. Likewise, the TSD has 15 days to review and forward the Unit Readiness Validation in TESS. The CONUSA will subsequently review and forward the Unit Readiness Validation within 30 days of receipt from the TSD. Forces Command will receive visibility of the Unit Readiness Validation not later than 60 days after completion of the assessment.

GLOSSARY

SECTION 1

Abbreviations

AAR	After Action Review
AC	Active Component
AOR	Area of Responsibility
APFT	Army Physical Fitness Test
AR	Army Regulation
ARNG	Army National Guard
ARTEP	Army Training and Evaluation Program
AT	Annual Training
BCBST	Brigade Command and Battle Staff Training
BCTP	Battle Command Training Program
CAR	Commander, Army Reserve
CID	Criminal Investigations Division
CONUS	Continental United States
CONUSA	Continental United States Army
CPX	Command Post Exercise
CTA	Commander's Training Assessment
CTT	Common Task Testing
CTC	Combat Training Center
DA	Department of the Army
DARNG	Director, Army National Guard
DMOSQ	Duty Military Occupational Specialty, Qualified
EXEVAL	External Evaluation
FM	Field Manual
FORSCOM	Forces Command
FTX	Field Training Exercise
HQDA	Headquarters, Department of the Army
IAW	In Accordance With
IDT	Inactive Duty Training
IMA	Installation Management Activity
IRT	Innovative Readiness Training
JCS	Joint Chiefs of Staff
LTP	Leader Training Program
MACOM	Major Army Command
MEDCOM	Medical Command
METL	Mission Essential Task List
MOBEX	Mobilization Exercise
MOS	Military Occupation Specialty
MSC	Major Subordinate Command
MTMC	Military Transportation and Movement Command
MTOE	Military Table of Organization and Equipment
MTP	Mission Training Plan
NA	Not Applicable
NDAA	National Defense Authorization Act
OCNUS	Outside Continental United States
OC/T	Observer Controller/Trainer
ODT	Overseas Deployment Training
OPLAN	Operational Plan
OPORD	Operations Order
PTSR	Postmobilization Training and Support Requirements

FORSCOM Regulation 220-2

RC	Reserve Components
RLAS	Regional-Level Application Software
SOF	Special Operations Forces
STP	Soldier's Training Publications
STRAC	Standards in Training Commission
TAG	The Adjutant General
TC	Training Circular
TDA	Table of Distribution and Allowances
T&EO	Training and Evaluation Outlines
TESS	Training & Evaluation Scheduling System
TM	Technical Manuals\
TRO	Training and Readiness Oversight
TROUPERS	Training, Readiness, and Operations Unit Planning, Execution and Resourcing System
TSB	Training Support Brigade
TSD	Training Support Division
TSOP	Tactical Standard Operating Procedures
UIC	Unit Identification Code
UMR	Unit Manning Roster
URV	Unit Readiness Validation
USARC	United States Army Reserve Command
USARSO	United States Army South
USC	United States Code
USR	Unit Status Report
YTC	Yearly Training Calendar
YTP	Yearly Training Plan